

COUNTY LIBRARY Ed Kieczkowski

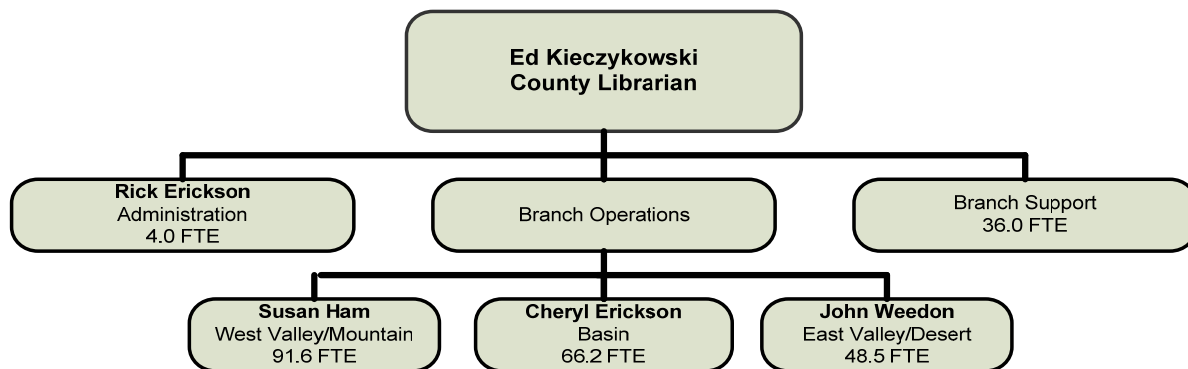
MISSION STATEMENT

The mission of the San Bernardino County Library is to provide equal access to information services and materials for all people of the County of San Bernardino. The Library actively promotes its information services, materials and programs for the informational, educational, cultural and recreational needs of all residents of San Bernardino County.

STRATEGIC GOALS

1. Increase the physical capacity of library facilities to service the growing educational needs of county residents.
2. Enhance computer and electronic resources for better educational and informational opportunities to the public.
3. Continue the effort of patron self-sufficiency at branch libraries to improve customer service and increase department productivity.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

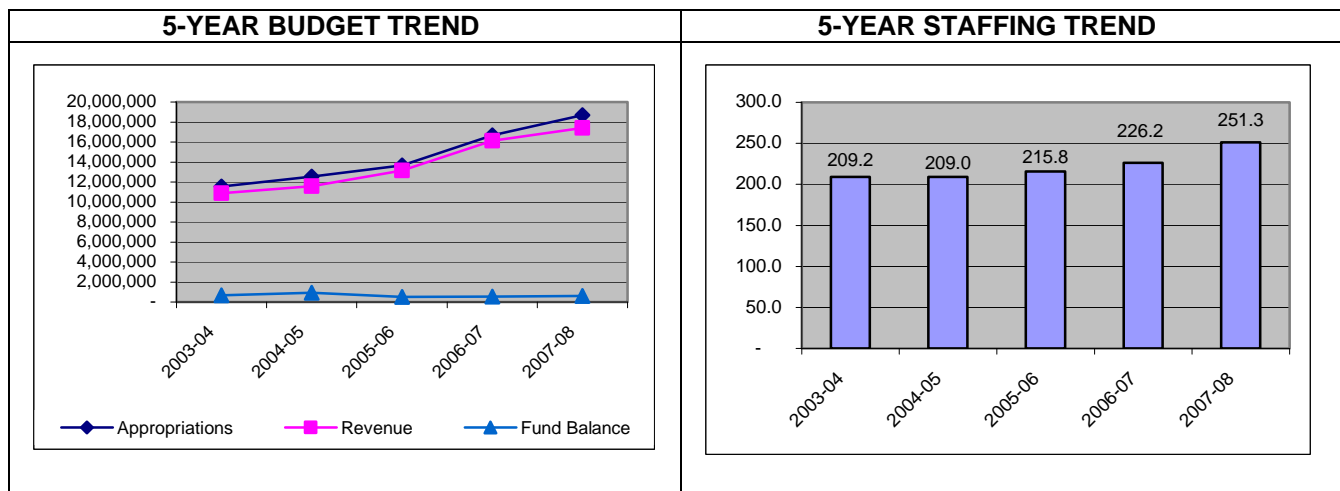
The San Bernardino County Library provides public library services through a network of 30 branches in the unincorporated areas and 17 cities within the county. Two bookmobiles reach people who live in sparsely populated areas or are unable to use the traditional branches. County Library provides access to information through its materials collection, as well as 500 Internet accessible public computers. The public computers also provide access to a number of online databases and other electronic resources. Electronic access to the County Library's collection of materials is available through the Internet, and daily delivery services provide for materials to be shared among the various branches.

The Library's on-line catalog, a joint project with the County of Riverside, provides access to 2.5 million items. The system allows for patrons in either system to directly request materials held by the other and to have those items delivered to their local branch for pick up. In 2006-07, 180,000 items are expected to cross county lines to the benefit of both County's residents. The Library's book collection is supplemented by materials in other formats, such as magazines, newspapers, government documents, books on tape, pamphlets, compact discs, DVD's videotapes, microfilm and electronic/on-line services and materials. Cultural and educational programs for all ages, including literacy services and other specialized programs, are provided at branch locations. In addition, County Recorder services are located at the Apple Valley, Fontana and Montclair branch libraries.

The County Library system is financed primarily through dedicated property tax revenues and is also supported by local Friends of the Library organizations that financially assist library branches in local communities. A total of 1,500 volunteers perform a variety of tasks in supporting local libraries.

The Library provides extensive opportunities for staff training and continued education, including work toward professional degrees, to enhance public service. The Library has developed active partnerships with the communities it serves, resulting in additional funding and the provision of facilities at minimal cost. Additionally, the Library utilizes the latest technology to provide County residents with up-to-date resources and tools, particularly public access computers. 2006-07 saw the introduction of self service materials checkout's at several selected branches within the library system and it is anticipated that this innovation will continue with the four new branch libraries expected to open in 2007-08. These 4 branches, Mentone, Highland, Fontana and Loma Linda will add 100,000 square feet of additional space for County Library customers.

BUDGET HISTORY

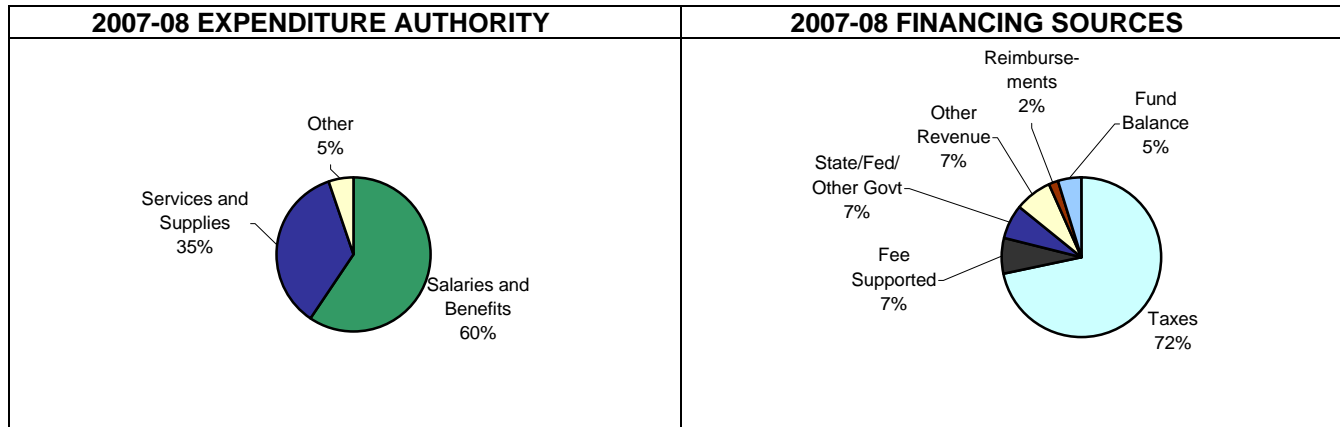


PERFORMANCE HISTORY

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Modified Budget	2006-07 Actual
Appropriation	11,752,635	13,499,959	17,867,292	16,656,223	16,405,837
Departmental Revenue	12,106,011	13,035,681	17,877,850	16,126,515	16,792,742
Fund Balance				529,708	
Budgeted Staffing				226.2	



ANALYSIS OF FINAL BUDGET



GROUP: Public and Support Services
 DEPARTMENT: County Library
 FUND: County Library

BUDGET UNIT: SAP CLB
 FUNCTION: Education
 ACTIVITY: Library

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Actual	2006-07 Final Budget	2007-08 Final Budget	Change From 2006-07 Final Budget
Appropriation							
Salaries and Benefits	7,470,208	8,158,931	8,947,324	9,860,518	10,024,601	11,298,657	1,274,056
Services and Supplies	3,789,138	4,704,467	5,148,509	5,792,834	5,963,407	6,591,900	628,493
Central Computer	72,476	98,281	112,736	135,571	135,571	155,757	20,186
Other Charges	-	115,825	849,235	296,564	178,292	178,251	(41)
Land and Improvements	-	94,618	-	32,900	25,000	-	(25,000)
Equipment	21,555	24,626	7,854	163,022	150,000	102,000	(48,000)
Transfers	495,752	508,761	518,916	474,318	510,648	505,881	(4,767)
Total Exp Authority	11,849,129	13,705,509	15,584,574	16,755,727	16,987,519	18,832,446	1,844,927
Reimbursements	(293,829)	(290,314)	(328,243)	(549,890)	(331,296)	(356,266)	(24,970)
Total Appropriation	11,555,300	13,415,195	15,256,331	16,205,837	16,656,223	18,476,180	1,819,957
Operating Transfers Out	197,335	84,764	2,610,961	200,000	-	200,000	200,000
Total Requirements	11,752,635	13,499,959	17,867,292	16,405,837	16,656,223	18,676,180	2,019,957
Departmental Revenue							
Taxes	8,793,740	9,697,425	10,971,681	12,316,474	11,928,225	13,625,300	1,697,075
State, Fed or Gov't Aid	820,792	762,035	987,321	1,219,322	1,309,440	1,304,809	(4,631)
Current Services	1,054,161	1,007,904	1,104,983	1,167,014	1,367,600	1,407,600	40,000
Other Revenue	476,318	801,467	512,015	1,104,332	537,400	317,800	(219,600)
Other Financing Sources	173,000	5,000	495,000	-	-	-	-
Total Revenue	11,318,011	12,273,831	14,071,000	15,807,142	15,142,665	16,655,509	1,512,844
Operating Transfers In	788,000	761,850	3,806,850	985,600	983,850	1,099,850	116,000
Total Financing Sources	12,106,011	13,035,681	17,877,850	16,792,742	16,126,515	17,755,359	1,628,844
Fund Balance					529,708	920,821	391,113
Budgeted Staffing					226.2	251.3	25.1

The Library's 2007-08 budget was developed with the following provisions:

1. Mentone Branch Library/Senior Center is expected to open to the public in August 2007.
2. Highland Branch Library is expected to open to the public at a new, much larger facility in October 2007.
3. Fontana Branch Library is expected to open to the public at a new, much larger facility in April 2008.
4. Loma Linda Branch Library is expected to open to the public at its expanded facility in the spring of 2008.

Salaries and benefits of \$11,298,657 fund 251.3 positions. Of the \$1,274,056 increase in 2007-08, approximately \$325,000 reflects costs incurred resulting from MOU and retirement rate adjustments. The department is also significantly reducing its vacancy factor for the upcoming year from 13.3 to 5.5 budgeted staffing due to fewer than anticipated vacancies in the professional positions as well as improved hiring practices that should allow the Library to fill vacant positions much sooner. This 7.8 vacancy factor decrease results in



additional appropriation for the Library of approximately \$300,000 in 2007-08. The remaining 17.3 increase in FTE positions and the corresponding \$650,000 increase in cost reflects the following:

- 8.2 positions for the new Fontana Branch, which includes three Librarian I positions.
- 2.4 positions for the new Highland Branch, which includes one Librarian III and one Librarian I.
- 2.0 positions for the Hesperia Branch due to increased workload demands.
- 1.5 positions for the new Mentone Branch.
- 1.0 position for the Joshua Tree Branch due to workload increases.
- 2.2 positions at various branch locations due to workload demands, including partial year funding for a Librarian I to assist with the opening of the Chino Preserve joint-use library scheduled for 2008-09 and an Automated Systems Technician to help manage the growing number of computers in the library system.

Services and supplies of \$6,591,900 are primarily budgeted for the cost of operating the branch libraries. This amount includes such costs as utilities, maintenance, custodial services, COWCAP charges, computer hardware/software purchases, and furniture. Also included in this amount is \$338,000 for the conversion of barcode technology to Radio Frequency Identification (RFID) technology at five branch libraries, as well as \$2,200,000 for the purchase of library materials. The additional \$628,493 budgeted for 2007-08 includes increases in inflation, Risk Management insurance liabilities, and COWCAP charges.

Other charges of \$178,251 reflect loan payments pertaining to the Apple Valley and Wrightwood library facilities.

Land and improvements are not expected to incur any cost for the upcoming budget year, which represents a \$25,000 decrease from the prior year.

Equipment of \$102,000 is for two self check-out systems, various server and network upgrade equipment, and audio/visual items.

Transfers of \$505,881 mainly represent the rent/lease costs of occupying non-county owned buildings.

Reimbursements of \$356,266 include anticipated amounts from the Auditor/Controller-Recorder for recorder services provided in branch locations, and from the Human Services Group for use of the Library administration-building basement.

Operating transfers out of \$200,000 are budgeted to reimburse the Capital Improvement Fund for the cost of replacing the HVAC system at the Yucaipa Branch Library.

Taxes of \$13,625,300 reflect an increase of \$1,697,075. This budgeted amount represents a 10.6% increase from the actual amount of property tax revenue received in 2006-07.

State, federal and other governmental aid of \$1,304,809 represents funding from the State Public Library Fund and other state grants for literacy programs.

Current services totaling \$1,407,600 include revenues from fines, fees, and the rental of videos. The \$40,000 increase is due to a \$192,000 increase in the Friends of the Library sales that are held on consignment at various branches, partially offset by the removal of \$152,000 pertaining to four months of transitional services provided for the City of Victorville during 2006-07.

Other revenue of \$317,800 consists of federal e-rate reimbursements, contributions from the Friends groups, and miscellaneous revenues/grants. The \$219,600 decrease is resulting from the removal of a one-time \$100,000 contribution from the City of Victorville for book purchases when the branch was transferred out of the county system; decrease of federal e-rate telecommunication reimbursement of \$96,000 due to a change in accounting methodology in receiving reimbursements on billing statements rather than lump sum payments; and a \$23,600 decrease in other grants that are not expected to be received in the coming fiscal year.

Operating transfers in of \$1,099,850 include the following support from the county general fund:

- \$338,000 to convert library collections/circulation equipment from barcode to RFID at five branches.
- \$500,000 of ongoing support to enhance the Library's annual book/materials budget.
- \$261,850 of ongoing support for costs related to additional hours of operation.



PERFORMANCE MEASURES			
Description of Performance Measure	2006-07 Projected	2006-07 Actual	2007-08 Projected
Percentage increase of square feet of space available at branch libraries (201,075 in 2005-06).	20% (241,000 sq ft)	11% (222,321 sq ft)	40% (312,000 sq ft)
Percentage increase in the number of personal computers dedicated for public usage (376 in 2005-06).	15% (430 computers)	18% (443 computers)	30% (600 computers)
Percentage increase in the amount expensed for electronic resources (\$96,258 in 2005-06).	10% (\$106,000)	22% (\$117,000)	10% (\$121,000)
Percentage increase in the number of exchanges of resources between library systems (184,303 in 2005-06).	10% (203,000)	14% (210,000)	4% (211,000)
Amount of fees collected through electronic payments (started collecting in 2006-07 with an estimated \$50,000 in collections).	\$200,000	\$6,431	\$100,000
Number of items circulated via self-support (started this service in 2006-07 with an estimated 75,000 items).	100,000	83,000	200,000

The Library's 11% increase in square feet of space available during 2006-07 is less than originally projected due to construction delays postponing opening of the new Highland branch until 2007-08.

The Department did not achieve \$200,000 in fees collected through elections payments during 2006-07 due to delays in implementing the PayPal payment option.

